
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 6th December, 2018 at 730pm

Present: Cllrs Glancy, Lulham (Chairman), Linter, Schofield and White

Apologies: Cllrs Hansen, Heasman, Lester-Davis and Marriott

In Attendance: Mr G Dear (Clerk), Boro Cllr Dehnel, 7 members of the public

Prior to the meeting, there was an Open Forum at which Robert Balicki explained the plans for a development at North Court Farm and answered questions.

12/1 Apologies

Cllrs Hanson, Heasman, Lester-Davis and Marriott had advised the clerk that they could not attend due to business commitments.

These apologies were approved.

12/2 Minutes of the meeting held on 1st November 2018

The minutes were signed as a true record.

12/3 Matters arising from the Minutes

(11/3) New Data Protection Laws:

Summary of previous minutes: Council agreed that Councillors review the documents produced so far, provide any comments directly to the clerk, and instructed the clerk to produce final versions of the action plan, audit questionnaire and internal register for review at the May meeting. The clerk was in the process of producing final versions of the action plan, audit questionnaire and internal register for review at the June meeting.

Update: This had been deferred to the future meeting.

(11/3) Annual Review of Risk Assessments:

Summary of previous minutes: Council instructed the clerk to produce additional risk assessments to cover emergency lighting and water hygiene and obtain advice from council's insurer and ABC with regard to best practice regarding health risks.

Update: To be considered at a future meeting.

(11/3) Template Learning & Development/Training Policy and Plan and Training Budget

Summary of previous minutes: The clerk was instructed to take this into account as part of the outstanding action on this matter.

Update: To be considered at a future meeting.

(11/3) Stowe Cottage - flooding from the road

Summary of previous minutes: Council agreed that this matter should be considered as part of the Highways agenda item to be included on the August agenda. The clerk was asked to forward to parish councillors.

Update: Cllr Lester-Davis reported that he had notified KCC of residents views regarding the drainage maintenance policy and the standard of reinstatement following works on OWL Green but had not yet received a response. He would provide an update at the January meeting.

(11/3) Allocation of s106 monies:

Summary of previous minutes: The clerk reported that a funding agreement between Ashford Borough Council and the parish council needed to be signed before the monies could be transferred into council's bank account. Council authorised the clerk to sign this agreement having first reviewed it with the chair and vice-chair.

Update: The funding agreement has not yet been issued for signing.

(11/3) Planning Policy – Draft CAMP:

Summary of previous minutes: A paper had been publicised with the agenda recommending the next steps towards approving the Conservation Area Management Plan. Comments had also been received from an officer at ABC and a parishioner. Council:- 1) identified corrections required to descriptions provided for the parish; 2) agreed changes required to the suggested policy proposals; 3) agreed other changes required to enable council to adopt the report; 4) agreed changes required to the questionnaire; 5) agreed that Cllrs Lulham and Lester-Davis should liaise with the clerk to document these changes so they could be fed back to Clague Architects; 6) instructed the clerk to notify Clague Architects of this approach so that a date could be agreed for a special meeting to review the revised version.

The required changes had been documented and fed back to Clague.

Update: There is an agenda item to consider this matter.

(11/3) Long Hill Kiosk:

Summary of previous minutes: A paper had been publicised with the agenda setting out the next steps to resolve this matter. Council instructed the clerk to:- 1) appoint BTF as its agents in this matter; 2) sign the consent form on behalf of council requesting 14 days notice; 3) request that Southern Water arrange a letter drop to local residents when the work schedule has been agreed.

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The clerk had appointed BTF, signed the consent form and requested the letter drop.

Update: The clerk had chased Southern Water for an update and was awaiting a response.

(11/3) Highway Maintenance Issues:

Summary of previous minutes: A paper had been publicised with the agenda proposing an approach to addressing this matter. Council:- 1) approved the proposal; 2) appointed Cllrs Lulham, White and Linter as contacts to support parishioners reporting faults; 3) instructed the clerk to forward to Kent County Councillor Clair Bell and the Highways Officer and ask for comment to promote a collaborative approach.

The clerk had forwarded to KCC for comment.

Update: There is an agenda item to consider this matter.

(11/3) Communication Policy:

Summary of previous minutes: Work had started reviewing and understanding how council currently engages with its parishioners and that a paper would be produced for consideration at a future meeting.

Update: There is an agenda item to consider this matter.

(11/3) Asset Maintenance:

Summary of previous minutes: Council:- 1) asked councillors in each village to review their list of maintenance work required and put in place a plan to carry out the work that could be carried out by volunteers and inform the clerk of any that could not so this could be put out for tender to local firms; 2) accepted the proposal for signage and replacing the nets at Latin Field; 3) asked Old Wives Lees councillors to review the RoSPA reports for the Old Wives Lees play area, and in particular the findings for each item, produce an itemised list of maintenance tasks required to satisfactorily meet the required standards so that this could be put out to tender.

The installation of signage and replacement nets has been organised and a request sent to the original installers of the Old Wives Lees play equipment to quote for the work recommended in the report.

Update: There is an agenda item to consider this matter.

(11/3) Emergency Plan:

Summary of previous minutes: Council:- 1) appointed an Emergency Planning team comprising Cllrs Lulham and Glancy with initial responsibility to develop an emergency plan and letter to residents based upon these first drafts making use of support available from Ashford Borough Council; 2) asked the Emergency Planning team to produce a project plan to achieve this goal for review at a future meeting.

Update: To be considered at a future meeting.

(11/6) Budget and Precept for 2019/20:

Summary of previous minutes: Council instructed the clerk to draw up a 4yr budget forecast for 2019/23 and budget proposal for 2019/20 based upon the same rationale as used last year, as set out in the paper for consideration at the December meeting using best available estimates for Council Tax Support and Concurrent Function Grant.

Update: There is an agenda item to consider this matter.

(11/8) Allocation of s106 monies:

Summary of previous minutes: The clerk reported that the production of a finalised funding agreement had been delayed by staffing issues at ABC and that CPRGT had requested an early release of c£2500 to enable a time and weather critical project to be completed before it resulted in a delay to other projects. The clerk was authorised to release the required funds from its own funds provided this was acceptable to ABC and the council's Independent Internal Auditor.

Update: There is an agenda item to consider this matter.

(11/10) WW1 Beacons of Light Commemoration:

Summary of previous minutes: Council:- 1) agreed to fund the Old Wives Lees tea party either as a parish community grant or from its community event budget; 2) agreed to fund the fireworks and refreshments at the beacon from its community event budget.

Update: There is an agenda item to consider this matter.

(11/10) Additional Grounds Maintenance at Old Wives Lees Green:

Summary of previous minutes: Council:- A paper had been publicised with the agenda describing a course of action to be taken to address growth of ivy and vine on a number of trees. Council approved this course of action and instructed the clerk to arrange for the contractor to undertake the work under the "maintenance of trees, shrubs" element of his contract.

Update: The work has been completed and a cheque payment raised for approval.

12/4 Declarations of Interest

Cllr Lulham declared a Disclosable Personal Interest in planning application 18/1569/AS..

12/5 Planning

Decisions Received from Ashford Borough Council:

18/00691/AS - Prior Oast House, Denne Manor Lane, Shottenden - Extension to existing garage block. New

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rooflight to existing house. Window enlargement to existing house. Replacement Pool house.
PERMIT

18/01394/AS - Noveis, Canterbury Road, Chilham - Demolition of the existing garage and erection of 2 new dwellings within the grounds of the existing house, with associated amenities.
PERMIT

18/01475/AS - 1 Lower Road, Stone Stile Road, Shottenden - Revised application 16/00036/AS, proposed loft conversion to include hip to gable end roof. Rear dormer and front rooflights already approved.
PERMIT

18/01512/AS - Castle View, Bagham Lane, Chilham - Lawful Development Certificate - Proposed - Construct a garden room
PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL

Applications Considered:

18/01464/AS - The Cottage, Hazelmere, Canterbury Road, Chilham - New Garage and Store.
NO OBJECTION

18/01569/AS - Land SE of Plum Trees, Bowerland Lane, Old Wives Lees - Outline application for the construction of two detached dwellings with associated access.
NO OBJECTION

(Cllr Lulham left the room and did not participate in the debate. Cllr White took the chair for this item.)

18/01587/AS & 18/01588AS - North Court Farm, Lower Lees Road, Old Wives Lees - Demolition of some existing farm buildings and the erection of 4 new dwellings, change of use and conversion of redundant agricultural building to form 4 dwellings, conversion of 3 historic buildings to provide 2 dwellings and annex accommodation and associated garages, access road, gardens and parking.
NO OBJECTION in principle but question the need and location of second access. The parish council welcomes the extensive local consultation undertaken by the applicant.

18/01590/AS - Glebe Orchard Barn, Bowerland Lane, Old Wives Lees - Proposed conversion of existing cold store/barn into single dwelling and erection of front porch. Change of use of part agricultural land to residential curtilage. (Retrospective).
NO OBJECTION

18/01599/AS - 8 Dovecote Court, Chilham Castle Estate, Chilham - Proposed infill and 2 roof lights (resubmission of planning permission 15/01278/AS).
NO OBJECTION in principle subject to ABC being comfortable that 'overlooking' issues are addressed.

18/01606/AS - Julliberrie Cottage, 15 Mountain Street, Chilham - Lawful development certificate - proposed - insertion of 3 new windows and installation of a storm water soakaway in the front driveway.
NO OBJECTION

18/01631/AS - 4 Post Office Row, Soleshill Road, Shottenden - Single storey side extension.
NO OBJECTION

18/01662/AS - Summerhill Barn, Bowerland Lane, Old Wives Lees - Retrospective change of use from agricultural building to dwelling including the installation of additional doors and windows, with associated parking and landscaping.
NO OBJECTION

18/01702/AS - 2 Meadow Close, Chilham - Single storey rear infill extension.
NO OBJECTION

12/6 Finance

Payments:

The following payments were approved:-

From General Fund:

2365	G Dear	November salary	552.26
2366	G Dear	November expenses	110.48
2367	Victory Cleaning	PC Tips	399.41
2368	Y White	Memorial Planting	97.50
2369	OWL Village Hall	Hall hire	19.80
2370	A R Groombridge	OWL grass cutting - October	376.80
2373	G R Higgs & Son	Memorial Planting	53.10
2374	G Dear	Beacon event expenses	227.96

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From Ringfenced funds:

2371	Broxap	Latin Field Goal Nets	129.84
2372	Hart Lee Tree Surgery	OWL Green Grounds Maintenance	216.00
Total Payments			2,183.15

The following authorised direct debit payments have also been made from the General Fund:-
None.

Budget Report for 2018/19:

A paper including projected performance against budget for 2018/19 had been publicised with the agenda. The projection was based upon actual income and expenditure from the accounts as at 1st November and indicated a breakeven position after allowing for a further £1476 in grant payments.

Following consideration, Council accepted this report and agreed to adhere to council policy with regard to future grant payments, ie.

a) current levels of support for wholly voluntary services should continue as previously;

b) funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received.

4 year budget proposal for 2019/20 to 2022/23:

A paper proposing a 4year budget for 2019 till 2023 and a precept proposal for 2019/20 had been publicised with the agenda. This forecast indicates that council's current expenditure commitments can be met with precept increases limited to inflation increases and provision for lost grant revenue and also provide an average of £2000 each year for discretionary expenditure and an average of £2000 for parish community grants.

Following consideration, Council accepted this budget and precept proposal and instructed the clerk to submit the Parish Precept and Grant Claim Form to ABC on this basis..

Parish Community Grant Application – CPRGT:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £772.

Fixed Term Deposit:

A paper explaining the options now that the current 3yr fixed term deposit had matured had been publicised with the agenda.

Following consideration, council decided to reinvest the £10k deposit for a 3 year fixed term.

The clerk was instructed to set up a new fixed term deposit on this basis.

12/7 Correspondence

A paper listing items of correspondence received since the last meeting had been publicised with the agenda. Any action or decisions taken are listed below.

ABC items:-

(12/2) Litter Bin Update

Action taken: forwarded to Cllrs Lulham and White

(12/3) Defining Village Confines

Action taken: forwarded to parish councillors

(12/7) Settlement Confines Workshop

Action taken: forwarded to parish councillors, Cllr White attended and report circulated to councillors.

KALC items:-

(12/9) Kent PCC Sept Oct 2018 Newsletter

Action taken: forwarded to parish councillors

(12/10) KCC Community Transport Grant Scheme

Decided not to respond.

(12/11) KALC NEWS - OCTOBER 2018

Action taken: forwarded to parish councillors

(12/12) Kent Police Articles

Action taken: forwarded to parish councillors

(12/14) LOCAL ELECTIONS 2019

Action taken: forwarded to parish councillors

(12/15) PCC - RJ Newsletter November 2018

Action taken: forwarded to parish councillors

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(12/16) Glover review - A call for evidence on the future of National Parks and AONBs

Decided not to respond.

(12/17) KCC Consultation on Libraries, Registration and Archives strategy

Decision taken: The clerk was asked to circulate to parish contacts.

(12/19) LGA/NALC Guide - Principal and local councils working in partnership

Action taken: forwarded to Cllr Lulham

Decision taken: The clerk was asked to respond citing the involvement with ABC during the CAMP project.

(12/21) Kent Fire & Rescue Service - Safety and wellbeing plan update 2018 and Council Tax consultation

Decision taken: The clerk was asked to circulate to parish contacts.

KALC Ashford Area Committee items:-

(12/22) Agenda for meeting on 14th November

Action taken: forwarded to Cllr Lulham

(12/23) Minutes of meeting on 14th November

Action taken: forwarded to Cllr Lulham

KCC items:-

(12/25) Temporary Road Closure – Mulberry Hill, Chilham, Ashford – 21-23 November 2018

Action taken: forwarded to parish contacts

(12/26) Temporary Closure – Chilham Level Crossing, Mystole Lane, Ashford – 25 November 2018

Action taken: forwarded to parish contacts

(12/28) Highways Update

Action taken: forwarded extract on Fault Reporting Tool to parish contacts

(12/29) Temporary Closure – Chilham Level Crossing, Mystole Lane, (Ashford) – 2 December 2018

Action taken: forwarded to parish contacts

Other items:-

(12/32) NHW Message - Protect your property this winter

Action taken: forwarded to parish contacts

(12/33) NHW Message - Autumn Crime Prevention message

Action taken: forwarded to parish contacts

(12/37) Funding from the Community Safety Partnership 2019/20

Decided not to respond

(12/39) NHW Message - Seasonal Safety

Action taken: forwarded to parish contacts

(12/43) Kmott Invoice for 2018

Decision taken: The clerk was asked to renew membership

12/8 Strategic Plan Priorities

Allocation of s106 monies:

The clerk reported that a funding agreement was still expected from the ABC legal team.

Planning Policy - Conservation Area Management Plan:

A paper had been publicised with the agenda recommending the next steps towards approving the Conservation Area Management Plan.

Council agreed that the latest version met the following criteria:- (a) does it address the feedback provided by council after the first draft; (2) does it provide clear and adequate guidance for ABC and CPC when considering planning applications; (3) does it provide clear and adequate guidance for parishioners and potential developers.

The clerk was asked to:-

- 1) feedback to Clague a number of minor textual changes and submit the current draft with these comments to ABC for comment;
- 2) instruct Clague to obtain key stakeholder feedback for inclusion in the final version of the CAMP.

Council also agreed to:-

- 1) devote Parish Question Time 2019 (PQT2019) to collecting parishioner feedback for inclusion in the CAMP and compile a set of questions to do this;
- 2) hold an exhibition as part of PQT2019 to present the CAMP to parishioners.

12/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:-

- 1) WW1 commemoration in Ashford;
- 2) The SnowDogs trail;
- 3) Placemaking in Ashford which is the development of the Town Centre;
- 4) Update on the progress of the major Projects, Junction 10A, Outlet Centre, Elwick Road Cinema and restaurant complex and Victoria Road;
- 5) Unveiling of the statue of Queen Marie of Romania on 12 Dec 18;
- 6) opening of Elwick Place on 15 Dec 18.

12/10 Parish Matters

Parish Council Communication Policy:

This matter was deferred to the January meeting.

Old Wives Lees Play Area Maintenance:

A paper had been publicised with the agenda proposing action following the annual RoSPA report.

Following consideration, Council instructed the clerk to authorise Playdale to carry out the non-wet pour repairs on the basis these would be addressed by the council's s106 project.

WW1 Beacon Ceremony:

A report of this event had been publicised with the agenda and was approved by council.

Trees in the Village Competition:

A paper had been publicised with the agenda explaining that the parish had been Highly Commended in the 2018 competition.

Council expressed its thanks to the tree warden for the time spent with the judges and asked the clerk to investigate displaying the certificate in Chilham post office..

Highways maintenance Issues in the parish:

A paper had been publicised with the agenda proposing a council policy for responding to highways issues in the parish.

Following consideration, Council adopted the policy and asked the Roads and Transport Team to monitor highways issues in the parish on this basis.

The clerk was asked to forward the policy to KCC for comment.

The meeting closed at 8:55pm.

12/11 Date of next meeting

Thursday 3rd January in Chilham Village Hall

715pm for 730pm

PLEASE NOTE: All updates reported under Matters Arising are recorded in *black italics*. All agreed actions are recorded in *red italics*.